- When the Replacement Requirements screen appears, click on the arrow next to the Medical Working File text box. NPG will display a list containing all valid MWFs that exist on the MEPES database for the OPLAN and service previously selected. Click on one of the MWFs to select it.

- Next, click on the arrow next to the OPZONE text box to display a list containing all valid OPZONEs that exist within the chosen MWF. Click on one of the OPZONEs to select it.

- Finally, click on the Query Database button.

NPG will display, in 10-day increments, a list of replacement requirements for the C-Days requested. Figure 3-8 illustrates the Replacement Requirements screen with the data requested.

Figure 3-8: Replacement Requirements Completed Screen.

3.6.3   Non-Unit TPFDD Build

3.6.3.1 Create, Modify, and Delete the Personnel Working File. The PWF stores information necessary to create PINs. Specifically, it stores the following data:

- Point of Origin: location of replacement personnel prior to traveling to the Air Port of Embarkation (APOE)

- APOE: location from which replacement personnel will travel to the Air Port of Debarkation (APOD)

- Percentage: of the total number of replacements for each Origin/APOE combination

- APOD: designated arrival point of replacement personnel

- Percentage: of the total number of replacements arriving at each APOD

- Starting PIN number: PIN of the first TPFDD output record to be generated

- Time Increment: period, in days, over which replacement personnel are to be accumulated

- APOD Source: source of APODs used to create a PIN - Time Phased or OPZONE.

NPG stores this data in Origin/APOE-pair-to-APOD relationships called routings. Use the PWF function to specify these routings. However, not every Origin/APOE pair may have replacements associated with it. Those that do not will not be included in the PWF. Furthermore, all Origin/APOE pairs must send a percentage of its replacements to each APOD. This is best illustrated by an example.

Given the following information:

- There are three points of origin, two APOEs, and two APODs.

- There are 160 total replacement personnel.

- 62.5% of the total replacements (100 people) will arrive at one APOD and 37.5% of the total replacements (60 people) will arrive at the other.

- For each APOD, 50% of its total replacements will come from the first Origin/APOE combination and 25% will come from the remaining two.

Table 3-1 illustrates the Origin/APOE/APOD combinations that will result from the given data. In this example, there are three Origin/APOE pairs that will provide replacement personnel to each of two APODs. Table 3-2 shows how the replacements are distributed between these Origin/APOE pairs and the APODs. **Note:** This example applies to time-phased APODs only.

Table 3-1: Origin/APOE/APOD Combinations.

Origin Code	Origin Name	APOE Code	APOE Name	APOD Code	APOD Name
CAA8	Cascavel	BAAK	Barajas	DAAA	Dabo
BAAA	Balaklava	EAAA	Easton/Newnam Fld	DAAA	Dabo
CAA2	Capital City	EAAA	Easton/Newnam Fld	DAAA	Dabo
CAA8	Cascavel	BAAK	Barajas	DAAB	Dahlgren USN
BAAA	Balaklava	EAAA	Easton/Newnam Fld	DAAB	Dahlgren USN
CAA2	Capital City	EAAA	Easton/Newnam Fld	DAAB	Dahlgren USN

Table 3-2: Replacement Personnel Distribution.

Origin/APOE Combination	APOD DAAA	APOD DAAB
CAA8/BAAK	50	30
BAAA/EAAA	25	15
CAA2/EAAA	25	15
Total Replacements	100	60

Each of the Origin/APOE/APOD combinations above represents the routing of a PIN that NPG will store in the PWF and use later when it creates a TPFDD.   The   following   procedures explain how to create, modify, and delete PWFs.

Creating and Modifying PWFs

• Navigate from the Session Defaults screen to the Personnel Working File screen by selecting **NPG, TPFDD Build, Personnel Working File** shown in Figure 3-9. NPG will display the Personnel Working File opening screen shown in Figure 3-10.
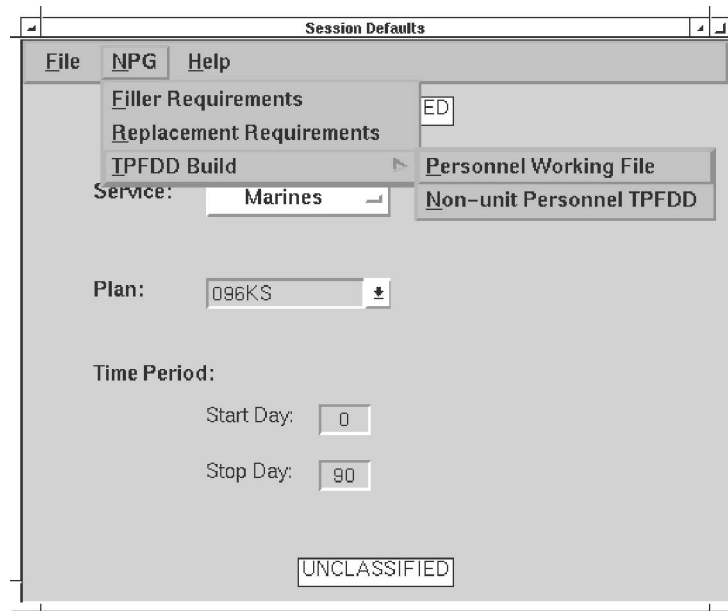
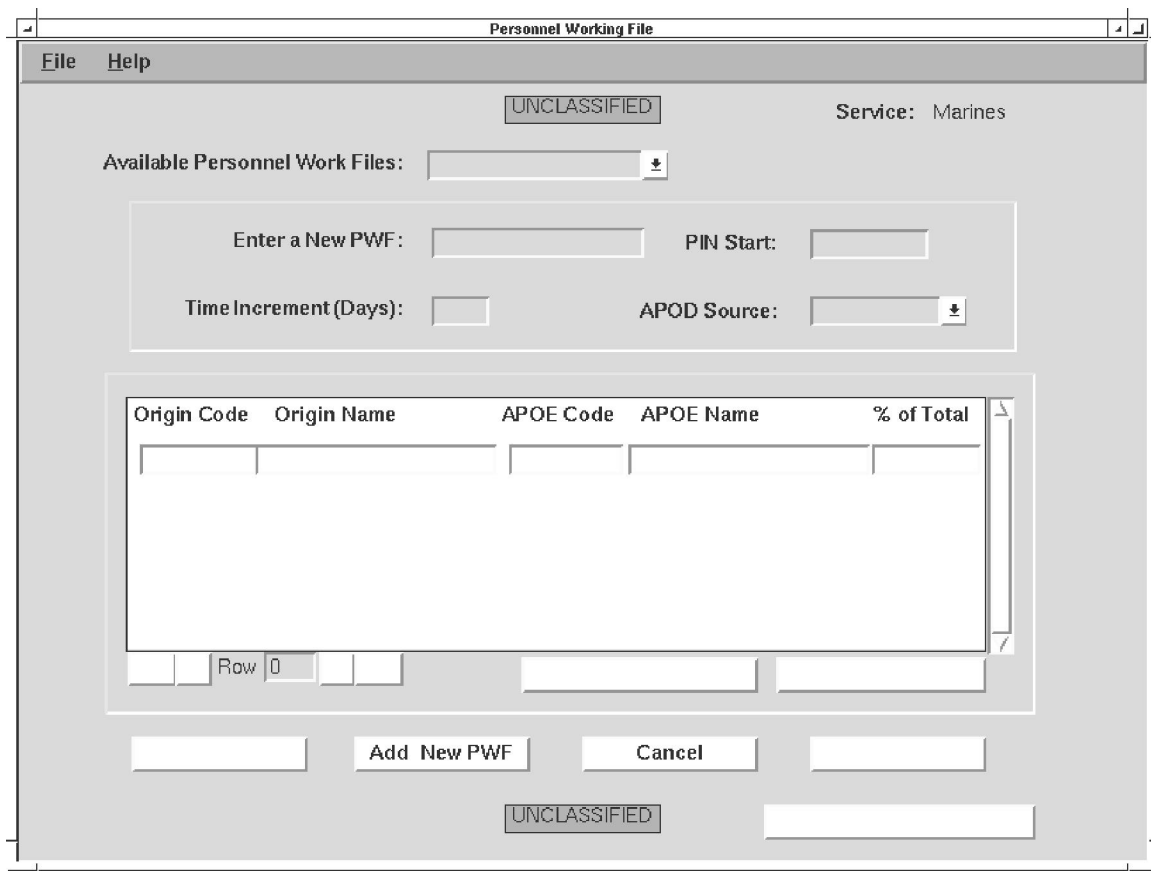*Figure 3-9: Personnel Working File Menu Selection.*

Figure 3-10: Personnel Working File Opening Screen.

- If selecting an existing PWF, click on the arrow next to the Available Personnel Working Files list box. NPG will display a list of available PWFs. Click on one of the entries in the list to select it.
- If creating a new PWF, click on the Add New PWF button at the bottom of the screen to invoke the add function. Then type in the name of the new PWF in the PWF entry box.
- Click in the PIN Start entry box and enter a number between 1 and 99999. This number will begin the range of PINs that NPG will calculate using this PWF.
- Click in the Time Increment (Days) entry box and enter a number of days between 1 and 180. This is the period, in days, over which replacements will be accumulated.
- Click on the arrow next to the APOD Source list box and select either Time Phased APODs or OPZONE - APODs. Figure 3-11 shows the Personnel Working File screen with a new PWF added. **Note:** NPG will not add the new PWF until you add at least one Origin/APOE routing. If you selected Time Phased APODs, then you must add at least one APOD as well.

Figure 3-11: Creating a New Personnel Working File

When creating a new PWF, you must enter at least one Origin/APOE combination. However, when modifying an existing PWF, modifying or entering new Origin/APOE data is optional. Whether entering new or modifying existing Origin/APOE data, the procedure is the same.

Follow the entire procedure below to create a new PWF. Follow those parts of the procedure that will accomplish the modifications you wish to make.

- Click in the Origin Code entry box and enter the Geolocation Code of the Point of Origin.

- Click in the APOE Code entry box and enter the APOE name.

- Click in the % of Total text box and enter a percent of the total number of personnel coming from this Origin/APOE combination.

- Click on the Add Origin/APOE button to add more Origin/APOE combinations. Continue adding Origin/APOE combinations until the percentages of all Origin/APOE combinations added together equal 100%; otherwise, your additions will not take effect. You can add (or delete) Origin/APOE combinations as often as necessary.

- To delete an Origin/APOE combination, simply click on the selection you want to delete, then click on the Delete Origin/APOE button.

- When the confirmation message appears, click on the Yes button to delete the Origin/APOE combination; otherwise, click on the No button to cancel the delete.

If the APOD source for this PWF is Time Phased APODs, and if no APODs exist in the PWF, you must add at least one APOD for every time period that you select. Alternatively, if you wish to remove one of the APODs from a time period you may do that as well.

- Click on the Time Phased APODs button and NPG will display a blank Time Phased APOD screen.

- Click on the arrow next to the Available Time Periods C-Day list box and select one of the time periods. NPG will display the APODs associated with the selected time periods as illustrated in Figure 3-12.

Figure 3-12: Time Phased APOD Screen.

- If the list box contains no time periods, the label on the Add C-Day button will be visible. Click on this button to add a time period. You must add at least one time period or you will not be able to enter the APODs into the PWF. NPG will display the Ask Dialog box displayed in Figure 3-13.

Figure 3-13: C-Day Ask Dialog Box.

- Enter a number between 0 and 180 in the Ask Dialog box and click on the OK button.

- Continue by clicking in the APOD entry box and type in an APOD code.

- Click on the % of Total field and enter a numeric value between 1 and 100. Hit the Return key to save the APOD. However, the APODs will not be committed to the database from this screen. The commit will occur when you return to the previous screen.

- Click on the Add APOD button to add another APOD. When you are finished adding APODs, the sum of the % of Totals for all APODs must equal 100%.

- To delete APODs, select the APOD to delete and click on the Delete APOD key. NPG will make the APOD available for removal from the database. As with adding APODs, the commit to the database will occur upon returning to the original PWF screen.

- When there are no more APODs to add or delete, click on the apply changes button to return to the previous screen.

- From the original PWF screen (shown in Figure 3-11), click on the Commit button to make the changes to the database.

Deleting a PWF

- From the original PWF screen click on the arrow next to the Available Personnel Working Files list box. NPG will display a list of available PWFs. Click on one of the entries in the list to select it.

- Click on the Delete PWF button to delete the PWF.

- When the confirmation appears, click on the Yes button to delete the PWF.

3.6.3.2 Generate Non-Unit Personnel Records. Once there are one or more PWFs in the database, it is possible to generate Non-unit Personnel Records. NPG calculates these records from the combination of data contained in the PWF and the MEPES MWF. The following procedures will allow you to build, edit, merge and delete Non-unit Personnel TPFDDs.

Build Non-unit Personnel TPFDD

- Navigate from the Session Defaults screen to the Non-Unit Personnel TPFDD screen by selecting **NPG, TPFDD Build, Non-unit Personnel TPFDD** shown in Figure 3-14. NPG will display the available TPFDDs in the opening Non-Unit Personnel TPFDD screen shown in Figure 3-15.
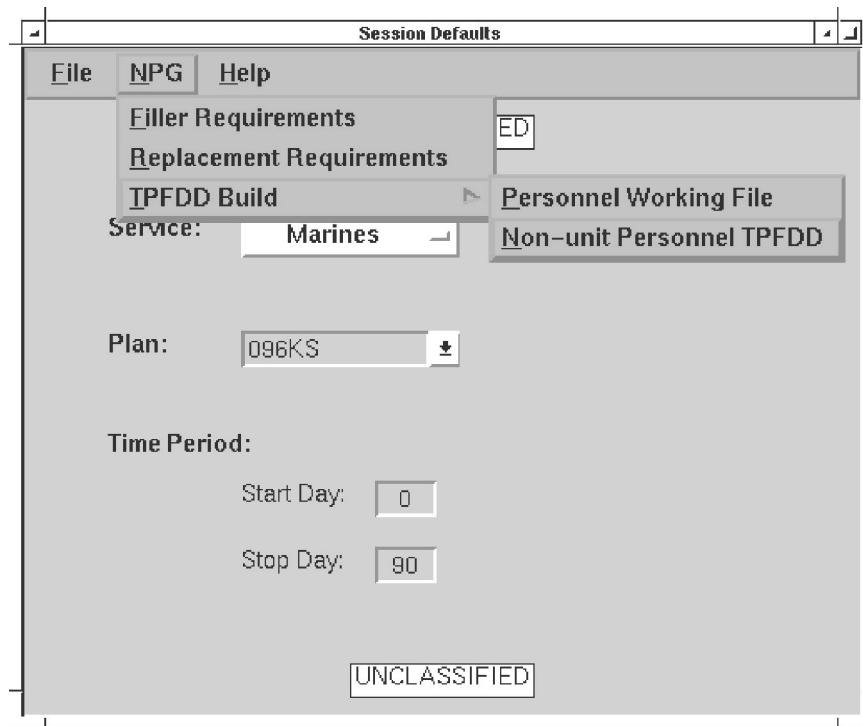
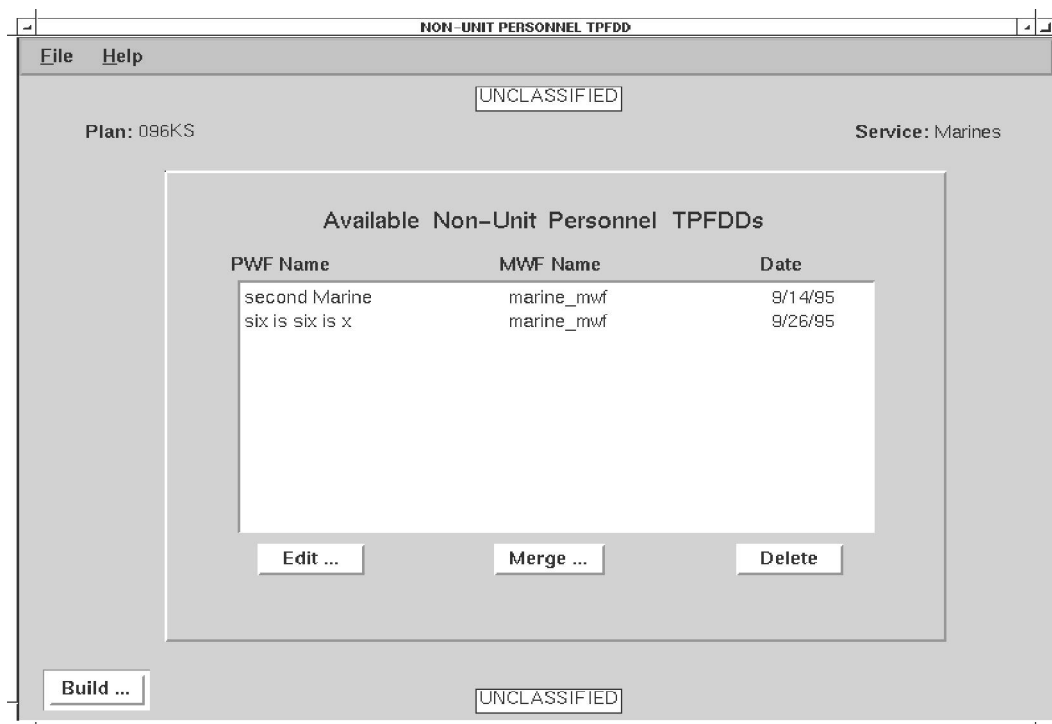*Figure 3-14: Non-Unit Personnel TPFDD Menu Selection.*

Figure 3-15: Non-Unit Personnel TPFDD Opening Screen.

- Click on the Build button to create a new TPFDD. NPG will respond with the Non-Unit TPFDD build screen displayed in Figure 3-16.
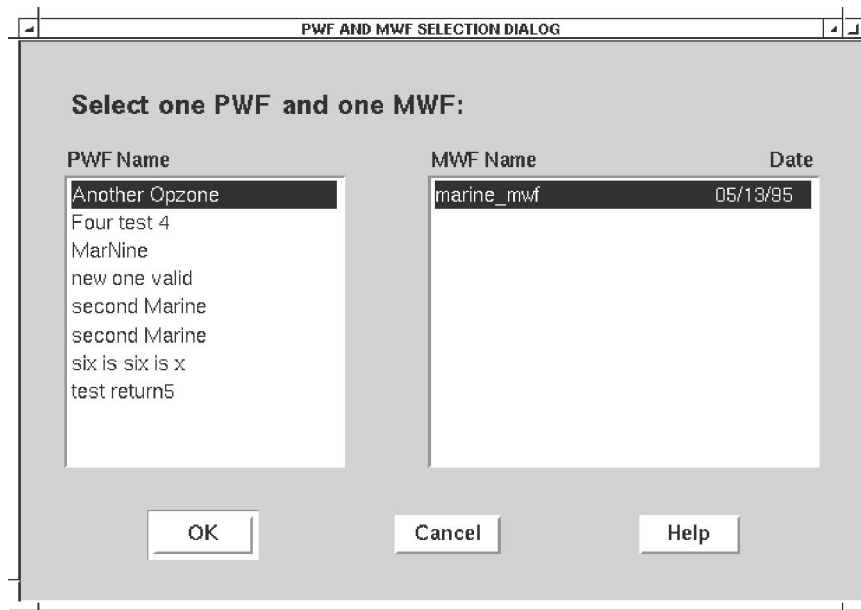

Figure 3-16: Non-Unit TPFDD Build Screen.

- Select the PWF and MWF that you will use to create a new TPFDD. Then click on the OK button to make the selection.

- If the PWF was created with the OPZONE - APOD assignment rather than using Time Phased APODs, then NPG will display the OPZONE - APOD Assignment Dialog screen similar to the one depicted in Figure 3-17. If the PWF was created using Time Phased APODs, NPG displays an announcement that specifies the number of requirements (PINs) created and the total number of replacement personnel required. Figure 3-18 is an example of this kind of announcement.

Figure 3-17: OPZONE - APOD Assignment Dialog Screen.

- For each OPZONE on the screen, assign the percentage of replacement personnel arriving at each APOD. The value must be between 1 and 100, and the total percentages of all APODs within an OPZONE must equal 100%.

- To add an APOD, click on the Add APOD button and enter the APOD code and percentage of replacement personnel for that APOD. NPG will supply the APOD name.

- If no replacement personnel have been assigned to an APOD, you must delete the APOD. To do this, click on the APOD to delete, then click on the Delete APOD button.

- After assigning at least one APOD to each OPZONE and ensuring that the sum of percentages of each OPZONE equals 100%, click on the OK button to build the TPFDD.

- When NPG is finished building the TPFDD, it displays an announcement that specifies the number of requirements (PINs) created, and the total number of replacement personnel required. Figure 3-18 is an example of this kind of announcement.
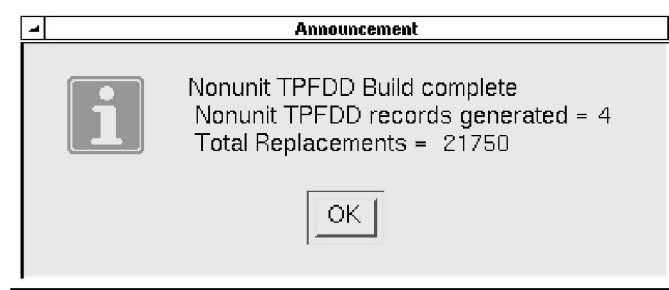
Figure 3-18: Non-Unit TPFDD Build Complete Announcement.

Edit Non-unit Personnel TPFDD

NPG will allow users to update TPFDDs in the NPG database. Except for the PIN, any field in the TPFDD can be modified. Refer to the *Defense Information Systems Organization Database Specification 143-94,* 16 August 1994, Volumes 2 and 3, for a precise definition of each of these fields.

Some of these fields have dependencies on others. All of the fields within each set must have entries. Those sets of related fields are:

- POE Code, POE Mode, and POE Source
- POD Code, POD Mode, and POD Source
- Dest Code, Dest Mode, Dest Source
- Int Code, Int Mode, Int Source.

The following procedure explains how to add, modify, or delete TPFDDs with this function.

- Navigate from the Session Defaults screen to the Non-Unit Personnel TPFDD screen by selecting **NPG, TPFDD Build, Non-unit Personnel TPFDD** shown earlier in Figures 3-14 and 3-15.

- Select a TPFDD to edit by clicking on one of the PWF/MWF combinations.

- Click on the Edit button to display the TPFDD Edit screen shown in Figure 3-19. This screen scrolls to the right to display additional fields in the TPFDD. Figures 3-20 and 3-21 show this screen scrolled to the right displaying the remaining editable fields in the TPFDD.